



Position Title: Research Analyst

Reports To: Jonathon Attridge, Research Manager, Research and Strategy team

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

The Research Analyst will serve as an internal researcher for the research and strategy team and support the work of the college, career, and technical education division. This person's work will center on the Tennessee Department of Education's (TDOE) multi-year partnership with the University of Tennessee-Knoxville to carry out a Career and Technical Education Lab. The goals of this partnership are to evaluate and improve the design of CTE programs and policies in Tennessee. In this role, this person will serve as the leading research analyst for the department on areas in career and technical education and as the liaison with Dr. Celeste Carruthers, Associate Professor of Economics, Boyd Center for Business and Economic Research at the Haslam College of Business, University of Tennessee and her team.

The analyst will ensure that TDOE implementation of grant priorities follows appropriate protocols to ensure high quality research. In addition, the analyst will collaborate with external researchers on data integration, planning, and analysis; facilitate dissemination of results to internal and external stakeholders; and, ensure that the research directly informs the shared goals of the division of college, career, and technical education and the division of data and research to drive policy action on the part of TDOE.

Specific Position Responsibilities:

- Serve as communications hub between TDOE, CTE educators in Tennessee, and external researchers
- Monitor TDOE grant implementation with respect to research priorities
- Evaluate incoming data for the purposes of formative evaluation
- Work with external researchers on data analysis tasks

- Distill external research on grant innovations and interventions and present to the department, school districts and the public in an accessible manner
- Identify opportunities for more effective data use, best practices and knowledge-sharing to support grant activities
- Maintain a knowledge base of all project data and serve as a resource for internal groups and external researchers
- Organize events that bring together research and practitioner partners

Qualifications:

- Master's degree or Ph.D., ideally in Policy, Education, Economics, Quantitative Methods, or, Measurement and Statistics
- Knowledge of current trends and issues in U.S. education policy
- Strong strategic thinking and creative problem solving skills
- Ability to perform a variety of activities involved in the research, collection, organization, analysis, processing, interpretation and reporting of academic and operational data
- Knowledge of statistical software including R and/or STATA; data collection information systems; conceptual and theoretical knowledge of statistical and mathematical techniques to infer causality
- Ability to present data clearly and in an accessible manner to variety of audiences
- Articulate, professional demeanor with strong self-confidence and initiative; strong project management skills

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

While there is no application deadline, applicants will be screened on an ongoing basis. Please e-mail the following to Jonathon Attridge (Jonathon.Attridge@tn.gov):

- A cover letter describing your interest in this position
- A writing sample
- A resume or CV

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